

## 1. THE ORGANISATION AND OUR MISSION

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St Vincent's Hospital Melbourne (SVHM) is a leading teaching, research and tertiary health service, which employs more than 6,500 staff across 18 sites throughout Melbourne.

Part of Australia's largest not-for-profit Catholic health and aged care network, St Vincent's Health Australia, SVHM provides a diverse range of adult clinical services including acute medical and surgical services, sub-acute care, medical diagnostics, rehabilitation, allied health, mental health, palliative care, correctional health and community residential care.

SVHM's mission is to provide high quality and efficient health services to the people of Victoria in accordance with the philosophy of St Vincent's Health Australia. This mission is based on the values of compassion, justice, integrity and excellence.

## 2. KEY POSITION DETAILS

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<b>Job Title:</b>	Fellow	<b>Reports to:</b>	Director of Neurosurgery
<b>Program:</b>	Neurosciences	<b>Department:</b>	Neurosurgery
<b>Industrial Agreement:</b>	Doctors in Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022-2026 or its successor	<b>Classification:</b>	HM25-30
		<b>Risk Category:</b>	A

## 3. LOCAL WORK ENVIRONMENT

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The incumbent is accountable for the delivery of supervised clinical services to SVHM's patients, through providing timely access to high quality clinical services for both emergency and elective patients, contributing to service evaluation and displaying a commitment to ongoing learning and professional development within the Department of Clinical Neurosciences and Neurological Research.

## 4. POSITION PURPOSE

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To provide for the day to day clinical management of patients under the care and direction of the Director of Neurosurgery, to ensure a high quality of patient care.

To undertake administrative duties for the Unit under the direction of the Director of Neurosurgery to ensure that the unit runs efficiently.

## 5. POSITION DUTIES

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### Delivery of Service

- Assess and formulate a management plan for patients admitted to and referred to the Neurosurgery Unit
- Ensure that accurate and relevant patient documentation including admission, progress notes, treatment sheets, discharge notes are completed by the resident or registrar
- Communication of such assessment and management decisions to the appropriate Neurosurgery consultant, junior medical staff and nursing staff involved in their patients' medical care.
- Notification to the appropriate Neurosurgery consultant of patients referred to the Neurosurgery Unit.
- Attend daily Neurosurgery ward rounds
- Assess urgent patients and non-urgent patients within 30 minutes and 2 hours respectively of a referral. If in theatre to arrange resident to assess the patient and report to registrar/fellow.
- Liaise with parent unit or unit consultant ensuring complete documentation of admission and progress notes, treatment sheets and discharge notes in the medical record. Discharge summaries should accompany the patient at the time of discharge.

- Attend Neurosurgery Outpatient clinics including the Neuro-Oncology Clinic, and Ward discharge clinic
- Attend all multidisciplinary meetings including the CNC Multidisciplinary Meeting and attending to the 'Organisational Tasks' required for the meetings
- Communication & co-ordination of the management of patients assessed at meetings with other key stakeholders
- Co-ordination of Surgical Cases in consultation with Neurosurgical Unit Consultants & Liaising with Elective Surgery Management Team
- To perform the more difficult and invasive procedures on the ward such as lumbar punctures, the insertion of lumbar drain and central venous lines.
- To assist at surgical operations and depending on their level of experience to perform initially under supervision, simply surgical procedures progressing to more complex ones. .
- The neurosurgery fellow may be called upon to assess patients within the general wards of the Hospital, the Emergency Department or the Operating Theatres, and is required to be on an on-call roster. These assessments may be for the ultimate referral to Neurosurgery or they may be to assist the medical/surgical units concerned with technical skills.

#### **St. Vincent's Private Hospital**

- The neurosurgery fellow is involved in the preoperative assessment of patients at St Vincent's Private Hospital, as well as required to assist at operation
- Communication directly with the involved consultant in regards to admission, discharge, management plans, diagnostic requests and consultations. All major changes in the patient's condition should be conveyed directly to the unit consultant.
- Attendance to emergency calls from the ward or consultant if the resident or consultant is not available but the registrar is.

#### **Quality Improvement**

- Participating in the quality improvement activities of the department.
- The neurosurgery fellow will also help in collection of data for audit purposes, and assist the resident with data entry.
- Completion of all information required for clinical audits and clinical indicators.
- Ensure that all documents and coding of patient information is completed at the time of discharge of the patient from the unit.

#### **Teaching**

- The neurosurgery fellow is expected to supervise the residents with respect to the writing of histories, ordering of investigations, treatment sheets and the performance of procedures within the Neurosurgery Department. If appropriate the registrar will supervise the resident in performing procedures such as lumbar punctures, the insertion of lumbar drain and central venous lines
- The neurosurgery fellow will be actively involved in teaching; lectures and tutorials to nurses, residents and medical students will be given during the year.
- The neurosurgery fellow will participate in the weekly Neurosurgery educational meeting, including pathology and radiology meetings, present at Journal club and audit meetings and be required to discuss specialised topics on a regular basis at Friday morning meeting.
- The neurosurgery fellow will be responsible for orientation of junior staff to the unit.

#### **Research**

- The neurosurgery fellow will be encouraged to participate in research projects already established within the Neurosurgery Unit and to initiate research projects if desired

#### **Resource Utilisation**

- Coordination of patient admissions and discharges to ensure efficient utilisation of beds by the unit.
- Participate in the on-call roster

#### **Technological Change**

- Ensuring that a record of specialist medical opinion including Neurosurgery unit consultants is annotated in the electronic medical record

- Ensure surgical details are entered into the Clinical Audit Database system
- Ensure that surgical assist details are entered into the billing system at the time of surgery and submitted weekly.

#### **Values & Integration**

- Demonstrate Commitment to the Mission & Values of the Sisters of Charity & St. Vincent's Hospital
- Demonstrates Compassion, Dignity, Excellence, Justice and Unity in all aspects of care.

#### **Other**

- Any other duties at the direction of the Director of Neurosurgery or his/her delegate

### **6. INCUMBENT OBLIGATIONS**

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#### **General**

- Perform duties of the position to best of their ability and to a standard acceptable to SVHM
- Comply with all SVHM policies, procedures, by laws and directions
- Treat others with respect and always behave professionally and in accordance with the SVHM Code of Conduct
- Only access confidential information held by SVHM when this is necessary for business purposes, maintaining the confidentiality of that information once accessed
- Participate in the annual SVHM performance review process
- Display adaptability and flexibility to meet the changing operational needs of the business
- Comply with applicable Enterprise Bargaining Agreement provisions
- Display a willingness to develop self and seek to improve performance

#### **Clinical Quality and Safety**

- Attend clinical orientation upon commencement
- Maintain clinical registration and any required indemnity cover
- Always work within approved scope of practice under supervision by more senior clinical staff as appropriate.
- Take personal responsibility for the quality and safety of work undertaken
- Take all necessary care and precautions when undertaking clinical procedures
- Complete annual clinical competencies
- Maintain skills and knowledge necessary to safely and skilfully undertake clinical work
- Consult with peers and other experts and refer to other healthcare workers when appropriate and in a timely manner
- Collaborate and clearly communicate with patients/clients and the healthcare team
- Participate in clinical risk management and continuous quality improvement activities as part of day-to-day work

#### **Person Centred Care**

- Ensure consumers receive information in an appropriate and accessible format
- Actively support consumers to make informed decisions about their treatment and ongoing care
- Ensure consumers are aware of their rights responsibilities and how to provide feedback

#### **Health and Safety**

- Protect the health and safety of self and others, complying with all health and safety related policies, procedures and directions
- Complete required Fire and Emergency Training annually
- Complete required Workplace Culture and Equity Training annually
- Attend general hospital orientation within 3 months of commencement
- As required, comply with fit-testing and PPE requirements
- Participate in reporting and analysis of safety and quality data including risks or hazards,
- Report any hazards, near misses and incidents (regardless of whether an injury occurred or not) into Riskman

- Identify and report any variance to expected standard and minimising the risk of adverse outcomes

## 7. INCUMBENT CAPABILITY REQUIREMENTS (Level 2)

The incumbent of this position will be expected to possess the following core capabilities:

Capability		Demonstrated behaviour
Personal	Personal effectiveness	Takes responsibility for accurate, timely work results
	Learning Agility	Identifies personal development needs and seeks information from a range of sources
Outcomes	Patient/Resident/client centred	Strives to meet and exceed expectations, demonstrating sound judgement
	Innovation and Improvement	Contributes to improvement by reviewing strengths and weaknesses of current processes
Strategy	Driving Results	Manages own work load to deliver results
	Organisational Acumen	Understands the interdependencies between units/departments
People	Working with and Managing others	Takes responsibility for ensuring productive, efficient teamwork
	Collaboration	Works collaboratively within and outside the team

## 8. SELECTION CRITERIA

### 8.1 ESSENTIAL REGISTRATION, LICENSE OR QUALIFICATION REQUIREMENTS

- MBBS or equivalent
- Current Medical Registration
- Police Check

### 9. REQUIRED IMMUNISATIONS

SVHM Employee Health Screening and Immunisation Policy outlines the requirements for staff working in SVHM facilities.

**Table 1: Vaccine Preventable Diseases for which vaccination and/or assessment is required within SVHM**

Chicken pox (varicella) Hepatitis B Measles Mumps Rubella	Whooping cough (pertussis) Diphtheria Tetanus Influenza Tuberculosis COVID-19
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NOTE: Vaccination requirements may differ according to individual jurisdictional requirements and policy directives and where there is a conflict the higher directive will apply.

SVHM has grouped individuals according to their risk of transmitting vaccine preventable diseases and their risk of exposure to blood or body substances (Table 2).

**Table 2: Health Care Worker Risk Categorisation**

Risk Category	Description	Vaccination requirement
Category A	Vaccination is <b>required</b> for this category of health care worker. Healthcare workers within this category have the potential to transmit Vaccine Preventable Diseases to vulnerable patients most at risk of mortality and morbidity from these diseases within SVHM. This includes employees with direct physical contact with patients/clients, deceased persons, blood, body substances or infectious material or surfaces/equipment that might contain these or contact	Required

	that would allow acquisition and/or transmission of a specific infectious disease by respiratory means. This includes laboratory workers.	
Category B	Vaccination is recommended for this category of HCW. This includes individuals who do not work with the risk of exposure to blood or body substances, their normal work location is not in a clinical area (e.g. chef, administrative staff) and only attends the clinical area for short periods of time. Essentially, these individuals have no greater level of risk than that of the general community.	Recommended

## 10. PRE-EXISTING INJURY

Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.

## 11. AGREEMENT

### National Police Check:

I understand that it is a condition of my employment to provide SVHM with a current National Police Certificate PRIOR TO COMMENCING WORK and this is at my own cost.

I understand that regardless of the frequency, if I am working and or visiting in a designated 'high risk area' of SVHM (as defined in the SVHA Pre-employment/Appointment Safety Checks Policy) I will be subject to periodic Police Checks every three years at my own cost.

### NDIS Clearance (if applicable):

If you are working in a designated 'Risk Assessed Role' (as defined by the National Disability Insurance Scheme NDIS) regardless of frequency, you will be subject to periodic NDIS Worker Screening Checks every five years at your own cost. 'Risk Assessed Roles' are defined as (a) key personnel as defined in the National Disability Insurance Scheme Act 2013; (b) any role that directly delivers a set of specified supports or services in the [NDIS \(Practice Standards – Worker Screening\) Rules 2018](#); (c) any role where normal duties are likely to require 'more than incidental contact' with people with disability. The designation of 'Risk Assessed Roles' are subject to change, please refer to NDIS Practice Standards for further information.

### Required Immunisations:

Individuals who will be working in Category A positions will only be able to commence employment following assessment of their vaccination status. The decision to proceed with the commencement of employment will be at the discretion of the ICP in consultation with the Hiring Manager and may in some instances, require additional vaccinations to ensure full compliance with the SVHM Employee Health Screening and Immunisation Policy.

I understand that if additional vaccinations are required to comply with pre-employment prerequisites, this will be at my own cost. Where a state jurisdiction overrides this, the facility will bear the cost.

**I have read, understood and agree to comply with the responsibilities and accountabilities of this position description. I agree to comply with all SVHM requirements, policies, procedures, by laws and directions.**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_